

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 7 - COMMUNITY IMPROVEMENTS

CP 91-7.05 **Capital Improvement Program**

Adopted July 24, 1989

Affirmed October 7, 1991

Revised May 1, 1995

Revised November 3, 1997

Revised October 16, 2000

Affirmed November 1, 2004

Affirmed October 20, 2008

Revised October 15, 2012

7.05.010 **Purpose**

To establish the general principles under which the City's Capital Improvement Program is developed and implemented.

7.05.020 **Goals**

Establish a program which promotes responsible and strategic planning for the preservation of existing public infrastructure as well as construction of new infrastructure to meet the needs of the community.

7.05.030 **Background**

The City's Capital Improvement Program (CIP) is a five-year plan for capital improvements. The CIP sets forth each capital project which the City plans to undertake by fiscal year, and outlines the estimated resources needed to meet the projected expenditures.

7.05.040 **Definitions**

- a. Capital Project – a project that results in a permanent addition to the City's assets through the acquisition of property, new construction, or rehabilitation of an existing facility to a "like new" condition.

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7.05.050 Policy

7.05.051 Public Participation

The City Council directs that there be broad public participation throughout the development and implementation of the Capital Improvement Program (CIP). Towards that end, the Council has established numerous boards and commissions to advise on a wide variety of topics which affect the CIP. Specifically, the Council has established the Capital Improvement Program Commission (Municipal Code Chapter 1.16) to serve as a coordinating and recommending body.

The Capital Improvement Program Commission is a nine member commission with diverse representation of community interests with participation by the City Manager and a City Council liaison. Within the mission of the CIP Commission is a requirement that it "Solicit and encourage citizen participation in development and implementation of capital improvements and financing strategies."

In addition to established boards and commissions, it is the Council's desire that the entire community be invited to participate in the annual update of the CIP through community meetings and public hearings, conducted at appropriate times throughout the process.

7.05.052 Fiscal Responsibility

It is the policy of the Council that the CIP be developed considering the financial limits of the community to fund such improvements. Further, that appropriate accounting and fiscal controls be established, governing both program and project management, consistent with good business practices.

7.05.053 Implementation

The CIP is to be implemented through the City's annual budget process. The first year of the five year plan will receive detailed review each year as part of an overall budget. The remaining four years will serve as a guide to the community's capital improvement program. Each year the CIP shall be updated and all projects reviewed for continued community need and interest.

7.05.054 Administrative Policy and Procedures

The City Manager is directed to develop and maintain administrative policies and procedures to provide efficient and effective support and implementation of the CIP consistent with this Council policy. Such policies and procedures

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shall ensure staff support for the various boards and commissions, including the CIP Commission and community outreach efforts.

7.05.060 Review and Update

The Capital Improvement Program Policy shall be reviewed every four years in October and updated as appropriate.